

FILED: *Record 5*

RETURN TO

NOTICE

RECORDS
14 July 1954

AGENCY SURVEY OF MICROFILM OPERATIONS

1. Congress has required that a Government-wide survey of microfilming operations be conducted. The Records Management Division of the Management Staff is responsible for conducting a survey of microfilming operations in this Agency in order to effect maximum economy and promote the most effective utilization of equipment.
2. The attached questionnaire, Form No. 31, Microfilm Survey, is to be utilized in the initial evaluation of microfilming operations. It is requested that the Deputy Director (Intelligence), the Deputy Director (Administration), the Deputy Director (Plans), the Director of Training, the Assistant Director for Communications, and the Assistant Director for Personnel ensure the completion of the questionnaire by all organizational units under their jurisdiction.
3. Only those organizational units which are in possession of "microfilm equipment" or are engaged in "microfilm operations" within the following meaning of the terms are asked to complete the questionnaire.
- "Microfilm equipment" means microfilm cameras, automatic feeders, enlargers, automatic film-developing and film-printing equipment, and microfilm readers used in filming and inspection processes. It does NOT include splicers, rewinders and manual type film development kits.
- "Microfilm operations" includes rearrangement of records preparatory to filming, checking of accuracy of sequence of records preparatory to filming, removing staples and mending papers preparatory to filming, insertion of special targets, filming, film developing, film inspection, retakes and splicing, carton labeling and supervision; whether performed directly by or for the organizational unit.
4. Supplies of Form No. 31 and help in filling it in may be obtained from Area Records Officers. One copy of the completed form should be forwarded to the Records Management Division by 30 August 1954.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Administration)

ATTACHMENT

Form No. 31, Microfilm Survey

DISTRIBUTION: A

SECRET